

**WILTON-LYNDEBOROUGH
COOPERATIVE SCHOOL DISTRICT
SAU #63**

FULL-TIME SUPPORT STAFF

EMPLOYEE HANDBOOK

Revised July 1, 2013
Revised April 25, 2014
Revised December 12, 2016, January 12, 2018

*****EXPECTATIONS OF THE DISTRICT*****

The Wilton-Lyndeborough Cooperative School Board recognizes that a dynamic and efficient staff dedicated to education is necessary to maintain a constantly improving educational program. The Board is interested in its personnel as individuals, and it recognizes its responsibility for promoting the general welfare of the staff.

This handbook is produced as an informational resource for assisting full-time (8 hours/day) support staff, supervisors, and administrators. Year-round support staff work 260 days (52 weeks a year) and full-time other support staff work less than 231 days a year. This manual provides information on employment, compensation, benefits, and leaves.

The Wilton-Lyndeborough Cooperative School District is an equal opportunity employer and will recruit and consider candidates without regard to the gender, sexual orientation, marital status, race, color, religion nationality, ethnic origin, age, or disability. The District will employ individuals who meet the physical and mental requirements, and have the education, training, and experience established as necessary for the performance of the job without regard to gender, sexual orientation, marital status, race, color, religion nationality, ethnic origin, age, or disability. The District's Equal Opportunity Policy (GBA) applies to all employees of The District.

Anyone in the employ of The District will conduct him/herself in a safe and healthy and positive manner. The District will not tolerate harassment of any kind. All complaints and questions relative to harassment will be submitted to the Building Principal, or other school official.

WLC School Board Policy GBE, EMPLOYEE RIGHTS AND RESPONSIBILITIES states:

“Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities, which shall be required of all personnel:

- 1. Faithfulness and promptness in attendance at work.*
- 2. Support and enforcement of policies of the Wilton-Lyndeborough Cooperative School Board and regulations of the school administration in regard to students.*
- 3. Diligence in submitting required reports promptly at the times specified.*
- 4. Care and protection of school property.*
- 5. Concern and attention toward their own and the Board's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.*

All school employees shall set examples that are an important part of the education process. Their manner, dress, courtesy, and attitudes establish models that affect the development of young people. The Board expects its staff members to set exemplary standards, as well as provide exemplary instruction.”

All employees have the responsibility to make themselves familiar with, and abide by, the laws of the State of New Hampshire as they affect their work, the policies and decisions of the Wilton-Lyndeborough Cooperative School Board, and the administrative regulations designed to implement them.

It is the hope of the Board that employees will be retained in their positions for long periods of time. It is the goal of the Board to see job satisfaction and opportunities for employees who perform well and conduct themselves in a manner consistent with our policies and procedures.

All employment and compensation is “at-will” of the employer in the State of New Hampshire, and can be terminated with or without cause, and with or without notice, at any time, at the option of the employee or the employer, except as otherwise provided by law.

All School Board Policies may be found on the School Administrative Unit 63 website, www.sau63.org in their entirety as adopted.

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GENERAL PROVISIONS

Background and Reference Checks

To ensure that individuals, who join Wilton-Lyndeborough Cooperative School District (The District), are well qualified and to ensure that The District maintains a safe and productive work environment, it is our policy to conduct pre-employment background checks on all applicants who accept an offer of employment. Background checks may include verification of any information on the applicant's resume or application form.

All offers of employment are conditioned on receipt of a background check report that is acceptable to The District. All background checks are in accordance with RSA 189:13-a conducted by the NH Department of Safety Division of State Police. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

If information obtained in a background check would lead The District to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy.

Probationary Period

All newly hired support staff personnel will spend the first 60 days of employment at probationary status. If, at the end of the probationary period, it is determined that the employee is unable or is unwilling to perform the duties of the job he/she was hired to do, the supervisor, at his/her discretion, is authorized to terminate the employee or to establish a plan with the employee to ensure success in the position. If the latter is to be the course, the employee will be placed on an additional 60-day probationary period. When the supervisor determines the candidate has obtained success in the position, the work agreement will be considered permanent. Termination of the employee during the probationary period is at the full discretion of The District.

Dress Code

Employees and staff are expected to have a well-groomed appearance and dress appropriate for their position, maintaining a professional image for the public, visitors and school district employees. During the summer and school vacations, snow days, and teacher workshop days, business casual attire is acceptable. Clean, tailored jeans are acceptable on these days.

Work Agreements

Work agreements will be issued to each individual hired by The District. The work agreement will state the general working arrangement that the employee has made with his/her immediate supervisor. The agreement will outline, at a minimum, the number of days in the fiscal year to be worked, the number of hours per day of work the employee is expected to perform the duties of the position, the number of days per week the employee is required to report to work, and the hourly rate that has been determined agreeable between the employer and the employee. The work agreement will be for the period beginning with the employee's start date and ending on June 30, the end of the fiscal year. Each year new agreements will be issued to employees for the time period July 1 through June 30.

Compensation

To receive compensation, time sheets are submitted to the SAU 63 HR Benefits/Payroll Office on Friday, prior to a pay week, every other week. Compensation is issued to the employee every two weeks, on Thursday.

A payroll schedule will be established each year. The schedule will be distributed at Benefit Open Enrollment time, can be obtained from the SAU 63 HR Benefits/Payroll Office and can be found on the SAU 63 website, www.sau63.org.

Employees have the option to receive a physical “live” check or direct deposit. Direct deposit is encouraged due to some payroll distributions falling on days when there is no school.

Overtime

Overtime pay after 40 hours worked per week, is one and one half times the employee’s regular rate of pay. Overtime is prohibited without the prior approval of your immediate supervisor, except in emergency situations.

Retirement

Effective December 1, 2017; a staff person who has worked in the district, who is not affiliated to any bargaining unit, for at least 15 years and who gives notice by January 1 of the year of retirement, shall receive a recognition of service award equal to that described in the collective bargaining agreement with the Wilton-Lyndeborough Certified Teachers Association.

The district will “buy back” at a rate of \$25 per day up to 90 accumulated sick days from the staff person who is 50 years of age or older and is intending to retire.

Once the board has recognized the notification of the letter of intent to retire, as noted in board meeting minutes, the board gives permission to post said position. Once the open position is in the final stages of interviewing with the Superintendent the letter of resignation cannot be considered for rescinding without the approval of the board.

School Cancellation/Delay

On days when school is not in session due to weather and/or another emergency, The District expects the buildings to be open. All year-round support staff are expected to report to work as soon as they can arrive safely. If the employee feels that reporting to work will be too hazardous, the employee is to contact their supervisor and may use a vacation day, personal day, or may arrange with their supervisor’s approval to make up the time missed. When school is released early due to inclement weather, employees may be released as well.

When it is necessary to close the school building for all employees, every effort will be made to notify the staff before they leave home to come to work. It is the responsibility of the employee to provide The District with updated contact information.

LEAVE POLICIES

Attendance and Punctuality

Vacation and holidays must be scheduled with one's supervisor in advance. Sick leave may be used in the case of emergency or sudden illness without prior scheduling. Patterns of absenteeism or tardiness may result in discipline even if the employee has not yet exhausted available paid time off. Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter. The first instance of a no call/no show will result in a final written warning. The second separate offense may result in termination of employment with no additional disciplinary steps. A no call/no show lasting three days may be considered job abandonment and may be deemed an employee's voluntary resignation of employment.

Sick Leave

Employees will earn 1.25 sick days per month (based on an 8-hour day), equivalent to 15 sick days per year for year-round support staff and 12 sick days per year for other support staff, cumulative to 60 days.

Family and Medical Leave (FMLA) will be granted in accordance with state and federal laws which apply to such leave.

Personal Leave

Year-round support staff will be allowed 3 personal days of leave and full-time other support staff will be allowed 2 personal days of leave, per employee, to use for business that cannot be conducted outside of the normal business day, will be issued each year. These days are non-cumulative. If the employee does not use these days, each year, they will not be compensated, they may not carry them over for use in a subsequent year.

Vacation

Year-round support staff will earn vacation time based on years of service:

0-1 year	5 days
1-5 years	10 days
5-10 years	15 days
Over 10 years	20 days

All employees may only carryover 10 days of vacation on July 1st to the new fiscal year that was to be used the year before. They will be allowed a grace period, to the end of August, to use any left-over vacation. Effective August 31, any leftover vacation days will be lost.

Bereavement Leave

In the event of death in an employee's immediate family, up to three days bereavement leave will be granted. Immediate family is defined as spouse and children; mother, father, sister, brother, grandparents and respective in-law status of these family members and grandchildren. Additional bereavement time off may be granted by the Superintendent for travel or grief for a spouse, child or parent.

Jury Duty

The District will compensate the employee for any difference in their pay between the jury duty fee and the employee's regular rate of pay for the time spent fulfilling their obligation, in half day or day increments. Proof of duty served from the court must be presented for payment.

Holidays

The following paid holidays will be observed:

Year-round support staff:

New Year's Day	Columbus Day
Martin Luther King Jr. Day	Veteran's Day
President's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day
Labor Day	

Columbus Day and President's Day when not designated as holidays in the school district calendar may be taken as Floater Holidays.

Other support staff:

New Year's Day	Christmas Day
Thanksgiving Day	Memorial Day
Labor Day	

When a Federal holiday is not given a designated day and falls on a Saturday, we will observe that holiday on Friday, before the holiday. When a Federal holiday falls on Sunday, we will observe that holiday on Monday, following the holiday.

BENEFITS

Employees' share of the costs of any benefits as described below is generally deducted from bi-weekly payroll checks for 20 of the 26 pay periods. Should the employee have uncompensated time for an extended period, he/she will be responsible to provide their share of the cost of benefits to The District. Employees must authorize any and all payroll deductions each year.

Election of health insurance and dental insurance happens at time of hire, with an effective date of first of the month following date of hire. Any changes in health and dental insurance can be made one time each year at Benefit Open Enrollment time. Exceptions to this rule are if there are times in the year in which a "life changing event" takes place. A "life changing event" can be the birth of a child, marriage, divorce, and/or when a spouse working outside of The District loses benefits through their employer. Questions on "life changing events" should be directed to the SAU 63 HR Benefits/Payroll Office.

Information on the health and dental insurance plans can be obtained from the SAU 63 HR Benefits/Payroll Office.

Health Insurance

The insurance plan offered by the school district will be the same plan as identified in the collective bargaining unit of the WLC Teachers Association.

There will be an 85/15 split in premium costs for the following positions:

Superintendent, Director of Special Services, Business Administrator, Director of Technology, Principal and Assistant Principal

There will be an 88/12 split in premium costs for the following positions:

Facilities Director, Human Resource Specialist, Food Service Manager, Technology Assistant, Accounts Payable Clerk, non-union secretaries, non-union custodians, BCBA, ABA Therapists who have a two person or family plan, and Title 1 Tutors who have a two person or family plan.

There will be a 90/10 split in premium cost for the following positions:

ABA therapists on a single plan and Title 1 Tutors on a single plan.

If no insurance is taken, reimbursement of \$2,000 will be issued.

Dental Insurance

For all year-round and other support staff, The District will pay 100% single coverage, or 80% two-person or family plan, contract year maximum of \$1,500.

Life Insurance

Life Insurance is provided by a qualified, reputable insurance broker.

For all year-round and other support staff, The District will pay 100% of the Life Insurance premium for a life insurance benefit equal to the nearest \$10,000 of their annual salary.

Long-term Disability (LTD)

Long-Term Disability Insurance is provided by a qualified, reputable insurance broker.

For all year-round and other support staff after a 90 day eligibility period of disablement, an employee will receive 66.67% of their pay up to a monthly maximum benefit of \$2,500 for the long-term disability benefit. The District will pay 100% of the cost of the premium.

New Hampshire Retirement (NHRS)

NHRS is a public employee pension plan which also provides death and disability benefits. The District and all year-round and other support staff will contribute towards the plan as mandated by the State. Employees will sign up for this benefit at hiring.

Section 125 – Flexible Spending Account (FSA)

All year-round and other support staff will have their health and dental insurance premiums pre-taxed. They can also participate in the health care and dependent care reimbursement accounts which allow pre-tax dollars deducted from payroll, to be set aside for out of pocket medical or

daycare expenses. New forms must be completed at the time of hire and each year at Benefits Open Enrollment time.

403b Elections

All employees are entitled to payroll deductions for contributions to a Tax Sheltered Annuity managed by a reputable third party administrator. For assistance in enrolling in a 403b program contact the SAU 63 HR Benefits/Payroll Office.

Direct Deposit

All positions are eligible for Direct Deposit into their personal checking or savings account. Direct Deposit forms can be obtained from the SAU 63 HR Benefits/Payroll Office. Employees, electing to receive payment by direct deposit, have the option of receiving a paper copy or an e-mailed record of his/her pay.

TERMINATION OF EMPLOYMENT

All benefits will cease at the end of the month in which employment is terminated, either voluntarily by the employee (written notice must be submitted by the individual) or upon termination by the Superintendent of Schools (written documentation will be issued to the staff member with copies to the appropriate parties).

Personnel Files

Each employee shall have the right, upon request and within a reasonable period of time, to review the contents of his/her own personnel file, with the exception of references and recommendations provided to The District on a confidential basis by anyone outside The District. The Superintendent administrative staff member will be present at the time the records are reviewed by the employee. The employee may request copies of all or part of his/her personnel file.